

ACTION
OLL 85-1929

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Office of Legislative Liaison
Routing Slip

TO:

	ACTION	INFO
1. D/OLL		
2. DD/OLL		X
3. Admin Officer		X
4. Liaison	X	
5. Legislation		X
6. [Redacted]		X
7. [Redacted]		
8. [Redacted]		
9. [Redacted]		
10. [Redacted]		

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SUSPENSE

Date

Action Office

Remarks:

BC / 3 July 85
Name/Date

TRANSMITTAL SLIP 12 July		
TO: DIOCC		
ROOM NO. 7D43	BUILDING HQS	
REMARKS:		
FROM: Administrative Office/DCI		
ROOM NO.	BUILDING HQS	EXTENSION
FORM NO. 241 REPLACES FORM 36-8 WHICH MAY BE USED. (47)		

85-1929

2 July 1985

MEMORANDUM FOR: Chairman, National Intelligence Council
General Counsel
Inspector General
✓ Director, Office of Legislative Liaison
Director, Public Affairs Office
Comptroller

OLL FILE DCI
Recpt # _____

FROM:
Administrative Officer, DCI

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SUBJECT: Quarterly Reporting on Significant Personnel
Performance and Initiatives

1. The DCI, in his 13 June speech on Excellence, described outstanding examples of employee initiative and performance. In closing, he promised to make available "a more comprehensive listing of initiatives taken and outstanding performances turned in," with the hope and expectation that "this will stimulate new ideas and practical initiatives, as well as inspire by example."

2. All Directorates have been tasked by the Executive Secretary, on behalf of the Director, to produce a quarterly report with a descriptive paragraph outlining each significant example of excellent performance or initiative. The first report is due on 8 October for the quarter ending 30 September 1985. These reports would list all cash awards (special achievement, exceptional accomplishment, suggestion) by month. The Office of Personnel will provide basic information on QSI's, medals, and certificates.

3. Unfortunately, centralized data bases do not include the specific reason for which the award was granted. Therefore, components should establish their own data base to capture the information on such awards needed for the report (name, component, date of award, amount and brief descriptive summary).

4. There is one additional category of excellence which should be reported. This is the example of excellence for which an award or recognition has not been received, initiated, or perhaps contemplated. For example, many of the cases cited by the DCI were abstracted directly from weekly reports, cables, PAR's, etc. These cases should be collected and reported in the quarterly reports. In addition to the name, date, brief summary of the performance, or initiative, please indicate if any form of recognition is contemplated.

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SUBJECT: Quarterly Reporting on Significant Personnel
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5. The first quarterly report to the executive Secretary, DCI, is due on 8 October 1985. As the DCI Administrative Staff will be compiling and merging the Directorate submissions, it is requested that your office provide their input no later than 1 October 1985.

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cc: Admin Officers
Planning Staff
History Staff
Senior Review Panel

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